



15% Absenteeism Reporting Reference Guide

The login page: <https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>
If you have trouble with login, contact the Help Desk: 624-6896

Located in NEO under Student Data tab

School High Absenteeism Reporting Form

Report Date: Enter the date in mm/dd/yyyy format

1.0 School Details:
School:
Address 1:
Address 2:
City:
State:
Zip Code:

2.0 Contact Information
Nurse:
Email:

3.0 Student and Staff Population
Total Students: 0
Total Staff: 0
Total School Population: 0

4.0 Absenteeism Counts
Absent Students:
Absent Staff:

5.0 Absenteeism Reasons:
(check all that apply)
GI Symptoms ☐
Respiratory Symptoms ☐
Fever ☐
Rash ☐
Other (Please Specify): ☐

6.0 Notes

1.0 Select the school you are reporting for from the drop down menu. The address will auto-populate from DOE database

2.0 & 3.0 Contact Information and Population totals will auto-populate based on your district and school information in DOE database.

4.0 Enter the number of students and staff absent. You must enter a number in each even if the number is 0

5.0 Check all the reasons for absenteeism that apply. If you select "other" you must specify the reason(s) in section 6.0

6.0 Enter any notes you would like to submit to CDC about this report. If "Other" was selected in 5.0, you will be required to specify the reason(s) here

Clicking "Submit" will calculate the percentages for absenteeism and will only submit to CDC if the percentage is 15% or higher. If the total calculation is not 15% or higher NEO will not submit the data to CDC and will ask you if you would like to save the information. Please check for accuracy before submitting – the NEO system does not have the ability to edit or retract reports once submitted. If changes are needed, districts will need to contact CDC directly. disease.reporting@maine.gov or fax (1-800-293-7534)